

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 1 of 19
Court	Date		<u>51469-2203</u>
Baltimore County - Towson			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil "A" Boxes Retain Dockets permanently Strip & destroy eligible material inside Jackets only Closed in _____	2219	Sec II Item 2.	2004	390		Recycle

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 2 of 19
Court	Date		<u>51469-2203</u>
Baltimore County - Towson			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Rent Cases Failure To Pay Rent Cases (Non-Money Judgments) Towson Court Essex Court Catonsville Court Closed in <u>2007</u>	2219	Sec <u>II</u> Item 2	2007 January thru December	 28 18 17 <u>Total</u> 63		Shred Recycle

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date

[Signature]
State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 3 of 19
Court	Date		<u>51469-2203</u>
Baltimore County - Towson			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Rent Cases	2219	Sec <u>II</u>	2008			Shred Recycle
	Failure To Pay Rent Cases (Non-Money Judgments)		Item 2	January thru December			
	Towson Court				29		
	Essex Court				19		
	Catonsville Court				17		
				Total	65		
	Closed in <u>2008</u>						

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012 Edward C. Tupper
 Date State Archivist

 Signature of Court Official

 Title

 Date

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 4 of 19
Court District Court of Date 16 May 2011		51469-2203
Maryland for Baltimore County		Forward three (3) copies to address at left.
County Baltimore County		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession Number **11A096**
~~11A094~~ *Mr*

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Constable Transportation Reports (Time/Service) - DCA35	2219	Sect V Item 1c.	2008	26	19 Jan. 2012	Landfill

Destruction Approved by Maryland State Archives

Destruction Certification

IH 1/10/2012 *Edward A. [Signature]*
 Date State Archivist

Gary F. Cranford

Signature of Court Official

Title

Date

JAN 19 2012

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 5 of 19
Court	Date		<u>51469-2203</u>
Baltimore County - Towson			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Civil Constable Transportation/Time/Service Reports DCA 35	2219	Sec V. Item 1c	2008 January thru December	25	19 Jan 2012	Shred Recycle Landfill
	Closed in 2008						

Destruction Approved by Maryland State Archives

Gary F. Cranford

Destruction Certification

1/10/2012
Date

[Signature]
State Archivist

[Signature]
Supervisor, District Court Records

Title

JAN 19 2012
Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 6 of 19
Court	Date		<u>51469-2203</u>
Baltimore County - Towson			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Expungments	2219	Sec. IV	2008	48		Shred
			Item 2d, e	January thru December			
	Closed in <u>2008</u>						

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date

[Signature]
State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 8 of 19
Court	Date		<u>51469-2203</u>
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County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal MTA Citations Strip & destroy eligible material inside jackets only Closed in <u>2001</u>	2219	Sec. IV Item 2 a,b,c	2001 January thru December	3		Recycle

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date


State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 14 of 19
Court	Date		<u>51469-2203</u>
Baltimore County - Towson			Forward three (3) copies to address at left.
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files	2219	Sec VI	2004	148		Shred
			Items 2	January thru December			Recycle
	Closed in <u>2004</u>						

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012 [Signature]
Date State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 15 of 19
Court	Date		<u>51469-2203</u>
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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Alpha Files	2219	Sec VI	2005	148		Shred Recycle
			Items 2	January thru December			
	Closed in <u>2005</u>						

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date


State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Certificate 16 of 19
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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Batch Files	2219	Sec IV	2006	26		Shred Recycle
	Misc. correspondence, including postponements, requests, entrance of appearances, etc.		Items 2, a,b,c	January thru December			
	Closed in <u>2006</u>						

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date

Edward C. Loper
State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<i>Certificate 17 of 19</i> <u>51469-2203</u> Forward three (3) copies to address at left.
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Baltimore County - Towson			
County			

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	<p>Traffic Batch Files</p> <p>Misc. correspondence, including postponements, requests, entrance of appearances, etc.</p> <p>Closed in 2007</p>	2219	<p>Sec IV</p> <p>Items 2, a,b,c</p>	<p>2007</p> <p>January thru December</p>	28		<p>Shred</p> <p>Recycle</p>

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		Retention Schedule No.	Item No.				
	Traffic Payment Envelopes	2219	Sec V	2005			Shred Recycle
	"Brown Bags"		Items 1c.	January thru December			
	Towson Court				25		
	Essex Court				15		
	Catonsville Court				13		
				Total	53		
	Closed in 2005						

Destruction Approved by Maryland State Archives

Destruction Certification

1/10/2012
Date

Edward C. [Signature]
State Archivist

Signature of Court Official

Title

Date

District 08-04	December 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	certificate 19 of 19
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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic Payment Envelopes	2219	Sec V	2006			Shred Recycle
	"Brown Bags"		Items 1c.	January thru December			
	Towson Court				26		
	Essex Court				15		
	Catonsville Court				12		
				Total	53		
	Closed in 2006						

Destruction Approved by Maryland State Archives

Destruction Certification

1/16/2012
Date


State Archivist

Signature of Court Official

Title

Date